REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NUMBER NI-218-09-1

DATE RECEIVED 11/03/08

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

1. FROM (Agency or establishment)
Department of Defense – Joint Staff

2. MAJOR SUBDIVISION
Office of the Chairman of the Joint Chiefs of Staff (OCJCS)

3. MINOR SUBDIVISION
Legislative Assistant (LA)

4. NAME OF PERSON WITH WHOM TO CONFER
Frank Olszewski

5. TELEPHONE
703-697-9026

DATE 3/6/09

ARCHIVIST OF THE UNITED STATES *Adrienne Thomas*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached **2** page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
OCT 24, 2008	Dr. James Willson-Quayle	Chief - Records, Research, and Content Branch Information Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Joint Staff Electronic Information System **(See attached – Witness Index Tracking System (WITS))**		

115-109
PREVIOUS EDITION NOT USABLE
NSN 7540-00-634-4064
STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

Name of System:
Witness Index Tracking System (WITS)

Description of System:
The WITS system is a tool used to track and maintain information on Joint Staff Witnesses who have appeared before Congressional Committees or Sub-Committees while providing the Office of the Chairman of the Joint Chiefs of Staff (OCJCS) statistical information regarding their appearances. In addition, WITS contains information on how many Questions for the Record (QFRs) and Inserts for the Record (IFRs) are associated with a particular witness's testimony, which committees witnesses have appeared before, and whether the transcript or statement has been routed to the various directorates and/or external offices for review.

Originally created in 1999 as an MS Access database, WITS currently exists in an Oracle environment and contains classified information. The Office of the Legislative Assistant (LA) within OCJCS has primary responsibility for the system.

1. ~~Inputs: Information includes but is not limited to the Joint Staff Action~~ Processing number, date of Congressional appearance, witness name/rank/title, name of committee, subject of hearing, classification of material discussed at hearing, and any remarks from the Office of the Chairman of the Joint Chiefs of Staff/Legislative Assistant Action Officer that are manually keyed into WITS.

   ~~Disposition: See Input/Source Records, Series 1020-01 - CJCSM 5760.01~~
   Vol. II

2. **Data Files:**
   See 1. Inputs

   Disposition: Data File cut off at the end of the calendar year. Delete 25 years after data file cut off.

3. **Outputs:**
   a. Witness List Reports - Hardcopy printout of the Witness list for OCJCS/LA reference.

   Disposition: Cutoff at end of CY. Destroy 10 years after cutoff.

   ~~b. Ad-Hoc Reports - These are generated by request for OCJCS Legislative~~ Assistant Office reference purposes.

   ~~Disposition: See Ad Hoc Outputs, Series 1020-03 - CJCSM 5760.01 Vol. II~~

4. System Documentation:

These records include but are not limited to Functional Requirements Documents, user manuals, and data system specifications relating to WITS.

Disposition: See System Documentation, Series 1020.04 - *CJCSM 5760.01 Vol. II*